

**COMMISSIONED CORPS OF THE U.S. PUBLIC HEALTH SERVICE
ASSOCIATE RECRUITER ENROLLMENT REQUEST**

Submit completed form to: **Office of Commissioned Corps Operations
ATTN: Division Commissioned Corps Recruitment
1101 Wootton Parkway, Plaza Level, Suite 100
Rockville, MD 20852**

This form is to be submitted to the Division of Commissioned Corps Recruitment along with *two completed peer references* (using form PHS-7051, "Reference Request for Applicants to the Associate Recruiter Program of the Commissioned Corps of the U.S. Public Health Service") and a *supervisory reference* (also using form PHS-7051). Incomplete packages will not be processed.

Applicant's Name (Last, First, MI) (Print or Type):		Rank:	PHS Serial Number:
Category:		E-mail Address:	
Work or Home Address:		Phone No.:	
		FAX No.:	

Status:

☐ Active Duty Commissioned Officer ☐ Active Civil Service
☐ Retired Commissioned Officer ☐ Retired Civil Service ☐ Inactive Reserve Commissioned Officer
☐ Junior Commissioned Officer Student Training and Extern Program (COSTEP) Participant ☐ Senior COSTEP Participant

Department of Health and Human Services (HHS)/non-HHS organization affiliation, if Federal employee:

☐ Agency for Healthcare Research and Quality ☐ Agency for Toxic Substances and Disease Registry
☐ Centers for Disease Control and Prevention ☐ Centers for Medicare and Medicaid Services
☐ Food and Drug Administration ☐ Health Resources and Services Administration (HRSA)
☐ HRSA/BPHC/Division of Immigration Health Services/Department of Homeland Security
☐ Indian Health Service ☐ National Institutes of Health
☐ Substance Abuse and Mental Health Services Administration
☐ Environmental Protection Agency ☐ Federal Bureau of Prisons ☐ U.S. Coast Guard ☐ U.S. Marshals Service

☐ Other: _____

School/University from which the officer's qualifying degree for the Commissioned Corps of the U.S. Public Health Service (Corps) was obtained:

I certify that I own at least one complete set of the Public Health Service uniform.

<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	Date	Note: The Service Dress Blue uniform is recommended for wear by Corps officers during attendance at recruitment functions and other functions promoting the Corps.
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I certify that I meet current Corps grooming standards. (See http://dcp.psc.gov/pdf_docs/pdf_docs_2631.pdf, Section E, "Officers' Appearance").

Initial	Date
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I have:

<ul style="list-style-type: none">• Attended the Basic Officer Training Course (BOTC). <div style="display: flex; justify-content: space-between; align-items: center;"><div><input type="checkbox"/> Yes <input type="checkbox"/> No</div><div>Initial _____</div><div>Date _____</div></div>	<ul style="list-style-type: none">• Earned the PHS Commissioned Corps Training Ribbon. <div style="display: flex; justify-content: space-between; align-items: center;"><div><input type="checkbox"/> Yes <input type="checkbox"/> No</div><div>Initial _____</div><div>Date _____</div></div>
<ul style="list-style-type: none">• Successfully completed the 3-year probationary period. <div style="display: flex; justify-content: space-between; align-items: center;"><div><input type="checkbox"/> Yes <input type="checkbox"/> No</div><div>Initial _____</div><div>Date _____</div></div>	<ul style="list-style-type: none">• Have an overall 'D' Commissioned Officers' Effectiveness Report score. <div style="display: flex; justify-content: space-between; align-items: center;"><div><input type="checkbox"/> Yes <input type="checkbox"/> No</div><div>Initial _____</div><div>Date _____</div></div>
<ul style="list-style-type: none">• No current or pending disciplinary actions. <div style="display: flex; justify-content: space-between; align-items: center;"><div><input type="checkbox"/> Yes <input type="checkbox"/> No</div><div>Initial _____</div><div>Date _____</div></div>	<ul style="list-style-type: none">• Met the Basic level of force readiness as currently defined. <div style="display: flex; justify-content: space-between; align-items: center;"><div><input type="checkbox"/> Yes <input type="checkbox"/> No</div><div>Initial _____</div><div>Date _____</div></div>
<ul style="list-style-type: none">• Completed the introductory Associate Recruiter training. <div style="display: flex; justify-content: space-between; align-items: center;"><div><input type="checkbox"/> Yes <input type="checkbox"/> No</div><div>Initial _____</div><div>Date _____</div></div>	

Statement of Intent to Serve in the Associate Recruiter Program: *(Describe below your goals, motivations, and/or purpose for joining the Associate Recruiter Program. Please attach an additional sheet if necessary.)*

Applicant's Signature:		Date:
SUPERVISOR CONCURRENCE (for Federal employees)		
Print or Type Name:	Signature:	Date:

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Expected Volunteer Duties of Associate Recruiters (ARs)

ARs inform colleagues and students in healthcare, engineering, and IT professions about professional opportunities available in the Commissioned Corps of the U.S. Public Health Service (Corps). Drawing on their career experiences in the Corps, ARs make recruitment presentations augmented by printed and/or video materials on professional opportunities in the Corps. ARs should make every effort to be preceptors in the Commissioned Officer Student Training and Extern Program, internships, and rotations. ARs should also pursue opportunities to attend national or regional student/professional conferences and local schools/universities to provide information on career opportunities to eligible candidates.

ARs recruit whenever and wherever the opportunity presents itself. For example, formal and informal meetings with colleagues at work; professional associations; residency programs; school and business visits (e.g., Lions Club, Rotary Club, Kiwanis, etc.) and social gatherings. The AR's alma mater, alumni association, or local colleges are some of the best places to start. If a recruiting opportunity presents itself at a college/university, the ARs are responsible for coordinating activities with the faculty.

ARs are encouraged and expected to recruit for not only the Corps, but also for the Operating Divisions of the Department of Health and Human Services (HHS) or the non-HHS agencies to which officers are assigned. These recruitment activities help grow the Corps and they also augment the recruitment efforts of HHS/non-HHS agencies and help to meet staffing needs.

SUPERVISOR CONCURRENCE

I concur with this application and understand that any Associate Recruiter activities that occur during normal duty hours must be approved by me according to my organization's applicable policies.

Supervisor's Name *(Print or Type):*

Supervisor's Title:

Supervisor's Signature:

Date:

Privacy Act Statement

Systems of Records: 09-40-0001, "PHS Commissioned Corps General Personnel Records," HHS/PSC/HRS.

General: This statement is provided pursuant to the Privacy Act of 1974 (5 U.S.C. 552a).

Authority: 42 U.S.C. 201 et seq.; Executive Order 9397.

Purpose: The Public Health Service serial number is requested for identification purposes only and is used to distinguish a record from those of commissioned officers who may have similar names and dates of birth.

Effects of Nondisclosure: Failure to supply complete and accurate information may result in delays and/or denial of request.